

ISO 9000 Meditations for Today

First Week

Day One

What is MSFC ISO 9000 Policy Statement?

MSFC policy is to provide quality products and services to our customer. MSFC is committed to:

Excellence - Pursue excellence and continuous improvement in successfully accomplishing all programs and activities required for developing and operating safe, economical, and reliable space systems.

Quality, Safety, and Reliability - Maintain high quality, safety, and reliability standards in all our activities as the paramount elements of mission success.

Importance of Our People - Provide excellence in our work force by seeking and retaining high quality employees; promoting employee development, reward, and recognition; providing an open and creative environment; emphasizing individual responsibility and initiative; and maintaining and enhancing "hands-on" competence.

DAY TWO

Who is MSFC's Management Representative?

Bob Schwinghamer - Associate Director, Technical. The Management Representative appointment is documented in paragraph 4.1.2.3 of the MSFC-MQM, MSFC Quality Manual.

You can reach this information in **METRO** by following these steps:

1. In **METRO** (under **Programs**) click on: **MSFC ISO 9000 Document Library**
2. Then click on: **Approved Level 1 Document - MSFC Quality Manual (MQM)**
3. Then click on: **MSFC QUALITY MANUAL**
4. Page down until you reach section 4.1.2.3

DAY THREE

Where are the Organizational Work Instructions (OWI's) located?

There are 16 OWI's pertaining to procurement. You can reach this information in **METRO** by following these steps:

1. In **METRO** (under **Programs**) click on **OWI**.
2. **The 16 OWI's are formatted in MS-Word and PDF-Format.**

Remember: It is not necessary to recite a URL. Rather, you should be able to readily locate this site on your computer.

DAY FOUR

Where are your quality policies and procedures located?

You can reach this information in **METRO** by following these steps:

1. In **METRO** (under **Programs**) click on: **MSFC ISO 9000 Document Library**
2. Then click on: **Approved Level 1 Document - MSFC Quality Manual (MQM)**
3. Then click on: **MSFC QUALITY MANUAL**

DAY FIVE

Where are the master lists for Center documents that apply to your job?

You can reach this information in **METRO** by following these steps:

1. In **METRO** (under **Programs**) click on: **MSP's & CWI's**.
2. The primary custodian is **Mellina Hudgins** and the alternate is **Marena McClure**.

ISO 9000 Meditations for Today

Second Week

DAY ONE

Where is the standard operating procedure for purchasing located?

You can reach this information in **METRO** by following these steps:

1. In **METRO** (under **Programs**) click on: **MSFC ISO 9000 Document Library**
2. Then click on: **Approved Level 2 Documents - MSFC Standard Procedures (MSP's)**
3. Then click on: **Purchasing**

DAY TWO

What OWI describes job rotational assignments and the mentoring program?

This is GP-OWI-02

You can reach this information in **METRO** by following these steps:

1. In **METRO** (under **Programs**) click on: **OWI**
2. Then click on: **GP-OWI-02**

DAY THREE

What OWI describes **Procurement Systems and Data Management**?

This is GP-OWI-03

You can reach this information in **METRO** by following these steps:

1. In **METRO** (under **Programs**) click on: **OWI**
2. Then click on: **GP-OWI-03**

DAY FOUR

What OWI describes **Acquisition Leadtimes and Planning?**

This is GP-OWI-04

You can reach this information in **METRO** by following these steps:

1. In **METRO** (under **Programs**) click on: **OWI**
2. Then click on: **GP-OWI-04**

DAY FIVE

What OWI describes Review and **Execution of Procurement Documents?**

This is GP-OWI-05

You can reach this information in **METRO** by following these steps:

1. In **METRO** (under **Programs**) click on: **OWI**
2. Then click on: **GP-OWI-05**